

eVA Interface and Integration Design Team – Import/Export Group

Meeting Minutes
May 29, 2003

Opening:

A meeting of the eVA import/export interface workgroup was called to order at 10:00 AM on 5/29/2003 in Richmond.

Present:

Richard Brough, DSS	Joy Lazarus, DMHMRSAS (phone)
Chris Childress, DOLI (phone)	Beth Lock, DMHMRSAS (phone)
Cheryl Kimball, DOLI/DCR (phone)	Parvin Mirshahi, DGS
Andy Kmett, VCE (phone)	Ellie Withers, UVA (phone)
Marion Lancaster, DGS	

A. Approval of Agenda

The informal agenda:

- 1 – Implementation Status
- 2 – New Work
- 3 – Agencies General Status
- 4 – Policy Questions

B. Approval of Minutes

Previous meeting minutes were reviewed.

C. Issues

Open Issues

1. It was reported that vendors are having problems accessing the system on weekends. The group would like to know time periods when eVA Vendor Registration is not available.
Status: Marion Lancaster has contacted the eVA Contract Officer to give the exact time when the system should be available.

10/31/2002 – The contract officer is working on the response. At a minimum, the system should normally be available Monday through Friday from 8AM to 6PM. The contract officer is working on the exact schedule that includes non-business hours such as nights and weekends.

11/14/02 – Waiting on AMS for official answer.

Closed Issues

No items closed at this session.

D. New Business

1. Implementation Status
Nothing to report.

*** Note: Minutes reflect discussions, not final decisions. A separate document will be provided with final decisions.

2. New Work
Nothing to report.
3. Production Status
DGS –
 - The group was reminded about the importance of downloading the eVA vendor information and sending current vendor information on the interface files. We found that one agency had not updated their ERP with eVA vendor data for over 60 days which prevented many of their orders from being electronically delivered to the vendor.
 - Some agencies are getting error messages when they try running the vendor download report (the 030 report) online. There seems to be some combination of conditions between operating systems, browser versions, virtual machine versions, etc. that can cause this problem. AMS is working with DGS on a resolution. A second instance of the 030 report has been published that does not require the user to “run” the report, so no one should receive an error message. This “030” report appears just above the existing “030” report and it has a .csv extension (the original has a .rpt extension). The .csv file is recreated before business hours each morning so the data should be as current as the original 030 report.
 - The group was reminded about the importance of providing data in the VENDORPARTNUMBER field on the requisition line. This is very important for punchout vendors. Without this part number, the vendor must manually process the orders. Fisher Scientific is particularly concerned about receiving part numbers.

VDOT –

 - Representatives not present.

DMAS –

 - Representatives not present.

DSS –

 - Richard Brough reported “status quo”. They are busy working on other projects and have not been focusing on modifications to the eVA interface. They still need to program change orders, cancellations, and attachments.

DMME –

 - Representatives not present.

ABC –

 - Representatives not present.

DOLI –

 - Cheryl Kimball reported she continues to work on the change and cancel orders programming, but is still waiting on answers to policy questions before the design and programming can be completed.

DEQ –

 - Representatives not present.

DCR –

 - Cheryl Kimball reported that DCR programming changes will be addressed after delivery of changes for DOLI.

VATECH –

 - Representatives not present.

UVA -

 - Ellie Withers reported that they still need to program for attachments and for vendor part number. Ellie wanted to know if there were other issues with Fisher besides the vendor part number. Marion will follow up and provide an answer.

VCU -

 - Representatives not present.

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4. Agency General Status

DMHMRSAS–

Beth Lock reported that they turned off their proxy server to get around their firewall issues. Their users have been able to successfully transmit the interface file. There are some other issues with the data on the file that Beth is working on with Parvin. They are really close to success in having users send a file that gets processed into the eMall. After this is successful, they expect to follow with other areas such as Staunton, DeJarnette, Western, and Lynchburg.

VCE –

- Andy Kmett reported that they have sent test files with original orders, change orders, cancelled orders, and attachments.
- The agency continues working on cleaning their vendor file.
- The purchasing group is entering commodity codes into their system. It will probably take a couple of weeks to complete that work.
- The next programming effort will be to start working on the export. VCE plans on using the import and export interface processes.
- VCE is also planning to go live with their punchout site in the next few weeks.

JMU –

- Representatives not present.

ODU –

- Representatives not present.

DMV –

- Representatives not present.

8. Policy Questions

No new questions.

The next weekly interface meeting will be held on Thursday, June 5, 2003 at DGS in the ISS 9th floor conference room from 10:00 a.m. to 12:00 p.m. Please be prepared to give your agency's status on the import interface effort and problems if any.

Open Action Items

1. Find out if and how agencies will have access to the DGS Holding database. (Marion Lancaster)

05/29/2003 DGS is not planning on giving agencies access to the DGS Holding database. DGS is actively working with AMS on the design to load "holding tank" data into the eVA data warehouse. Agencies will then be able to access that information through the normal data warehouse reporting process.

2. Debbie Adams would like to know what other interfaces are on schedule and the timeline. (Marion Lancaster)

05/29/2003 Responses to the Interface Survey are due May 30. The survey results will be analyzed to determine which interfaces are desired so the work can be scheduled.

Closed Action Items

No actions items closed at this session.

Prepared by Marion Lancaster

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